

## APPLICATION FOR WORK PERMIT RENEWAL

Date Cashiered	
Fee Received	
<b>For Commission Use Only</b>	

Please read the instructions listed on this form. Type or print legibly in ink an answer for each question. If a question does not apply to you, please indicate with "N/A". Do not misstate or omit any material fact(s) as each statement made herein is subject to verification. Any corrections, changes, or other substitutions must be initialed and dated by the applicant.

**PLEASE SEND COMPLETED APPLICATIONS TO:**

**CGCC at 2399 Gateway Oaks Drive, Suite 100, Sacramento CA 95833-4231**

### PLEASE TYPE OR PRINT ALL INFORMATION

<b>PART I</b>	APPLICANT NAME		
	HOME ADDRESS		
	MAILING ADDRESS (IF DIFFERENT THAN HOME ADDRESS)		
	PHONE NUMBER (     )	E-MAIL ADDRESS (optional)	DATE OF BIRTH
	TITLE AND DESCRIPTION OF JOB DUTIES:		
	Please indicate answers with an X in the appropriate box		
	1. Are you a U.S. citizen?		Yes
2. Are you a resident alien?		Yes	No
<b>PART II</b>	<p><b>I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____ Signature of Applicant</p> </div> <div style="width: 35%;"> <p>_____ Date</p> </div> </div> <p><b>I hereby authorize the California Gambling Control Commission, or its representatives, to furnish any information of any nature concerning me to the Department of Justice and the licensed gambling establishment for which I am seeking employment. This authorization does not supersede or replace the Authorization to Release Information form (DGC-Lic. 072) required to be submitted with the application for use by the Division of Gambling Control. <u>Both authorizations are required to be part of the application package.</u></b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____ Signature of Applicant</p> </div> <div style="width: 35%;"> <p>_____ Date</p> </div> </div>		
	NAME OF GAMBLING ESTABLISHMENT		
	MAILING ADDRESS		
<b>PART III</b>	PHONE NUMBER (     )	FAX NUMBER (if any) (     )	E-MAIL ADDRESS (if any)
	<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____ Signature of Owner/Hiring Authority/ Designated Agent</p> </div> <div style="width: 40%;"> <p>_____ Name and Title (Print)</p> </div> <div style="width: 30%;"> <p>_____ Date</p> </div> </div>		

## INSTRUCTIONS FOR WORK PERMIT RENEWAL

The Gambling Control Act requires that all individuals who are employed as gambling enterprise employees hold a valid work permit. Pursuant to Business and Professions Code Section 19912, a work permit issued by the California Gambling Control Commission (Commission) is valid for two years. An Application for Work Permit Renewal (CGCC 023 (Rev 12-06)) must be submitted to the Commission 90 days before the current work permit expires:

The work permit renewal application package must include:

1. Work Permit Renewal Application (CGCC 023 (Rev 12-06)) signed by the applicant and by the owner/hiring agent/designated agent of the gambling establishment of the current employer.
2. Two passport-style color photograph taken within the last 30-days.
3. Work Permit Questionnaire (DGC-LIC-049).
4. Authorization to Release Information (DGC-LIC.072 Rev 2-00).
5. A photocopy of your current California Driver's License or California Identification Card.
6. If you are a resident alien, provide a legible photocopy (front and back) of your resident alien card.
7. A non-refundable **\$250.00** renewal fee. Checks should be made payable to the **California Gambling Control Commission**.

The application for renewal of a work permit can be mailed to:

**California Gambling Control Commission  
Licensing and Compliance Division  
2399 Gateway Oaks Drive, Suite 100  
Sacramento, CA 95833-4231**

If an applicant wishes to withdraw his or her application for renewal of a work permit anytime prior to final action, a written request must be submitted to the Commission. The request must establish that withdrawal of the application would be consistent with the public interest and the policies of the Gambling Control Act. Application fees are non-refundable should you withdraw your application at any time after its submittal to the Commission.

If a valid work permit holder is currently employed at more than one gambling establishment whose work permits are both required to be obtained from the California Gambling Control Commission, a renewal application must be completed for each gambling establishment, including all required fees.

All applications and questionnaires will be referred to the Division of Gambling Control (Division) for completion of a background investigation prior to the issuance of a renewed work permit. All work permit renewals will be subject to approval by the Commission at a scheduled public meeting. The Division may request additional forms and documentation necessary to complete the investigation process. Please be aware that any delay in providing requested information to the Division or the Commission, will further delay the issuance of a renewed work permit.

A work permit applicant is seeking the granting of a privilege. The burden of proving qualifications is at all times on the applicant.

The applicant accepts any risk of adverse public notice, embarrassment, criticism, or other action or financial loss that may result from action with respect to the submitted application.

Any questions regarding the work permit application process may be directed to the Commission at:

California Gambling Control Commission  
2399 Gateway Oaks Drive, Suite 100  
Sacramento, CA 95833-4231  
(916) 263-0700

You may also visit the Commission's website at [www.cgcc.ca.gov](http://www.cgcc.ca.gov) to view and print forms or instructions and for other helpful resources and information.